

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

Working Title: Transportation Policy Coordinator
Classification Title: Natural Resources Program Coordinator
Work Location: Central Office, Rhinelander, Spooner, or Wisconsin Rapids

Position Summary: This position serves as the DNR transportation policy coordinator and primary policy liaison to the DOT. It works cooperatively with DOT through creation, interpretation and implementation of multi-disciplinary policies to ensure that DOT-directed transportation projects are planned, constructed and maintained in a manner that provides appropriate environmental protection. It serves as the primary point of contact for DOT, participates on interagency policy teams and responds to planning requests. This position also provides internal support, training and education pertaining to the DOT/DNR Cooperative Agreement and its attachments, addresses staff questions and drives programmatic consistency. The position serves on the DNR Transportation Management Team to address policy matters.

Geographic Scope and Travel Requirements: This position is statewide in scope. Depending on work location, long distance travel with overnight stays may be required 6-12 times per year. Work hours are typically a normal office 5 day/40-hour schedule, with adjustment if needed for emergency or special arrangement.

Scope of Authority: This is a permanent position which reports to the Chief of the Integration Services Section, in the Environmental Analysis and Sustainability Bureau.

Responsibilities and Duties

35% A. Collaborate with DOT on transportation policy development, interpretation and implementation. Serve as DNR transportation policy liaison to Central Office DOT. Participate on multi-disciplinary interagency policy teams.

- A1. Contribute to the development of DOT agency and natural resource program policies and guidance. Seek input from DOT on DNR agency and program policies and guidance.
- A2. Facilitate communication between DOT and various DNR programs regarding DNR policy, responsibilities and initiatives, or new administrative codes.
- A3. Lead or contribute to the development of interagency policies and procedures to ensure that DNR actions are consistent with the purpose of the DOT/DNR Cooperative Agreement and state and federal laws. Provide scientific expertise regarding multifaceted aspects of environmental protection.
- A4. Serve as policy liaison to DOT on all matters related to the DOT/DNR Cooperative Agreement.
- A5. Monitor DOT work groups developing statewide transportation plans. Represent the DNR on transportation policy and planning advisory committees. Represent the DNR on multi-disciplinary interagency committees or meetings.

35% B. Provide internal support, training and education pertaining to the Cooperative Agreement, its attachments.

- B1. Serve as the Department's initial staff contact for the DOT for statewide transportation planning activities.

- B2. Coordinate routine discussions with DNR field staff to provide clarity and promote consistent implementation of program policies and guidance.
- B3. Coordinate DNR staff input to, and review of, transportation issue papers, planning documents, and plans. Help formulate a DNR position on preferred planning options.
- B4. Prepare agency comments, white papers, issues briefs, and position papers as needed. Routinely inform and advise the Section Chief, Bureau Director and involved programs on the status of transportation planning efforts.

20% C. Serve as a member of the Transportation Management Team to address policy matters.

- C1. Develop strategies for consideration by the Transportation Management Team to help regional staff and other involved programs consistently meet the DNR's liaison responsibilities under the DOT/DNR Cooperative Agreement.
- C2. Track and forecast statewide transportation workload using DNR and DOT databases and other information and report to the Transportation Management Team.
- C3. Coordinate meetings and agendas for the Transportation Management Team.
- C4. Actively contribute to the analysis, development, and implementation of agency and program transportation policy.

10% D. Other responsibilities as assigned by supervisor.

Special Requirements

- Ability to meet the requirements to operate a state vehicle, including obtaining and maintaining a valid Wisconsin driver's license.

Knowledge, Skills and Abilities

Upon Appointment

- Biological and ecological principles as they relate to surface waters, wetlands, water quality, storm water, fish and wildlife habitat management, and forestry.
- Principles and techniques for effective collaboration and communication including principles of customer service, team action, formal and informal conflict resolution, problem-solving, and consensus building and the ability to apply them effectively.
- Ability to coordinate resolution to complex issues involving diverse groups (e.g. multiple programs, outside agencies, applicants, consultants, opposition groups, elected officials)
- Computer programs including MS Office tools.
- Strong oral and written communication skills.
- Best management practices for construction projects.

Full Performance

- DNR and DOT organizational structure.
- Principles of the DNR/DOT Cooperative Agreement.
- Wisconsin Department of Natural Resources regulatory procedures and policy and the ability to apply the knowledge to a variety of transportation projects and proposals
- DNR regulatory programs including floodplain protection, air quality, wetland mitigation, invasive species, endangered resources, and storm water quality.
- EAS program roles and responsibilities within the department/region.

Physical Requirements and Environmental Factors:

Strength Requirements:

Mostly sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently).

Physically, the position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, reaching, handling, (sitting, standing, talking, hearing, seeing (clarity of vision at 20 feet or more, clarity of vision at 20 inches or less), walking on foot.

Environmental Factors: depending on the time of year, activities occur inside and outside work, the employee will be exposed to extreme cold (temperatures below 32 degrees for periods of an hour or more), extreme heat (temperatures above 100 degrees for periods of more than one hour). There may be situations involving sufficient noise to cause the employee to shout in order to be heard. There may be exposure to hazards such as submersion in water, proximity to mechanical parts, airborne pathogens, electrical current, etc. and/or exposure to conditions that affect the respiratory system or the skin, such as fumes or odors that could result in bodily injury if not properly handled.

Equipment Used: Car/Truck.

Telework Evaluation: Telework may be available.

PD Addendum of Competencies

Relationship & Partnership Building - Builds and effectively utilizes relationships and influences informal networks to achieve goals. Shares knowledge and builds trust with colleagues, superiors and employees. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.

Effective Communication - Clearly and concisely conveys information and ideas through a variety of media to and from individuals or groups in a manner that engages and helps them understand and retain the message. As necessary, translates complex or technical information or processes to lay audience/customers.

Effective Decision Making - Makes timely, well reasoned decisions by integrating information and perspectives from colleagues. Calculates and evaluates the long-term consequences of decisions. Makes fair decisions on clearly based objective criteria rather than personalities.

Effective Negotiation - Effectively reaches understandings and agreements with a broad range of people internally and externally. Uses facts and argument to create a meeting of the minds among the stakeholders with different viewpoints. Finds common ground to accommodate the conflicting needs and wants of different stakeholders. Persuasively uses relevant data to gain sponsorship or buy-in from others.

Effective Problem Solving - Employs analytical abilities, pragmatism, and other tools to resolve complex problems in a variety of situations. Delivers accurate and technically proficient work. Demonstrates sound professional judgment in analyses and decisions. Works to understand a complex situation, issue, or problem by breaking it down into smaller pieces and traces implications or consequences. Shows enthusiasm for technical and intellectually complex tasks and solving problems.

Ability to Work in Teams/with Groups - Works cooperatively with others toward accomplishment of a shared goal. Leverages own strengths in order to effectively contribute to the project or goal. Reinforces the team concept through actions and communications. Inspires others through a positive 'can-do' attitude. Encourages others to sustain interest and involvement through the group task or project.

Conflict Management - Approaches conflict in a constructive manner, refrain from personal attacks and excessive emotions. Shows sound judgment under pressure and retains focus on priorities in difficult conditions. Addresses problems early on, drives hard on difficult issues if necessary, and takes a firm stand in the face of controversy. Defuses conflict and lets others save face. Shows willingness to engage and express what is on his/her mind in the face of external pressures or opposition, without becoming disrespectful. Uses humor appropriately to relieve tension.

Takes Action & Shows Initiative - Works well independently and is self motivated to take action to meet critical organizational/program/unit goals. Sets and monitors own objectives and standards. Initiates appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. When needed, puts in the hours necessary to complete the tasks at the highest level of quality possible. Displays the stamina necessary to work an irregular, demanding schedule.

Customer Focus & Service Orientation - Identifies the needs of internal and external customers and works to create the most value for the customer, focusing on customer satisfaction and the desire to serve the customer's needs. Maintains friendly and helpful demeanor with customers through busy cycles and repetitive needs and questions. Is energized by being around people. Explains complex items or processes in simple terms for the customer. Understands the organization's products and services and can articulate their value.

Honors Commitments - Evokes trust from others by keeping commitments, recognizing individual contributors, setting a personal example and building shared goals, values and vision. Known to be honest. Demonstrates personal integrity and high ethical standards in all transactions. Conducts department transactions with honesty

and professional ethics. Seeks to achieve results that are in the best interest of the organization. Models and reinforces behavior in self and others and demonstrates fairness and respect for others.

Big Picture Thinking- Understands internal and external forces, events, partnerships and customer needs that are affecting or are being affected by the situation at hand. Understands the abstract and thinks in terms of whole systems and complex interrelationships. Synthesizes large, disparate bodies of information.